App. F. IX-4

Previous References.

1940.
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Serial Nos. 6

Later References.

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GENERAL AND REVENUE SECRETARIAT.

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Part B for July, 41.

SUBJECT.

Copy of "Code of Instructions for Sorting."

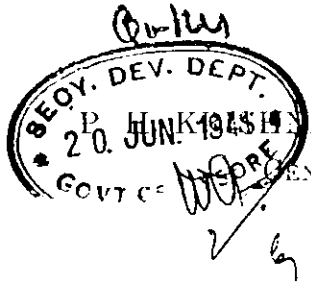
Census. 7-40-6 Gen 5965

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

No. Alg. 680/40-41.
Encl. 2.

Dated Bangalore, 16th June *1941*

FROM



P. NARASIMHA RAO, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE,
BANGALORE.

To

V. VEDAVYASA CHARYA, ESQ., B.A.,
Secretary to Government,
Development Department,
BANGALORE.

SIR,

I have the honour to submit herewith for information of Government two copies of 'Code of Instructions for Sorting'

I have the honour to be,
Sir,
Your most obedient Servant,

S. Nagabhushana 16/6
for CENSUS SUPERINTENDENT.

SRS.

DEVY. DEPT.
GOVT OF

Submitted for perusal.
16/6/41
23/6
22/6
(Min. dSG)

OFFICE OF THE MINISTER
FOR L. S. G. & P. H.
Date 27/6
No. 393

26/6
28/6/41

CODE OF INSTRUCTIONS FOR THE CONDUCT OF THE EIGHTH CENSUS OF MYSORE. 1941

SORTING

BANGALORE:
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1941

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CODE OF INSTRUCTIONS FOR THE CONDUCT OF THE EIGHTH CENSUS OF MYSORE, 1941.

Sorting.

Despatch of Enumeration Pads to the Central Abstraction Office.—As soon as possible after the enumeration is over, the pads should be collected at the headquarter of each Charge and compared carefully with the Charge List, Circle List and House List to make sure that all pads have been received for every block and that the pads are arranged in serial order of blocks and circles. The pads should then be sent with the Charge and Circle summaries securely packed, with an official of the Charge concerned to be delivered over to the Central Abstraction Office after a detailed check and verification.

2. **Checking the number of slips.**—The first operation of the tabulation office will be to check the total number of slips in a block with the figures in the abstract. The number of slips pertaining to each sex should be separately counted and reconciled with the abstract. The number of literates of each sex and the number vaccinated shown in the abstract forming the facing sheet of each pad should be carefully checked and necessary corrections made in the abstract of each pad. If more than one pad is written up for a block the total of the abstracts on the facing sheet of such pads will give the total for the entire block.

3. **Correction of errors and omissions in the slips.**—The next operation will be to run over every slip by way of general check for obvious obscurities, omissions, etc. The enumeration questions and the symbols used for the answer should be explained to the staff. Supervisors may be authorised to correct very obvious mistakes in the slips where the correct entry is clear, *e.g.*, where a birth district has been shown by mistake against question 16 or a means of livelihood entered against question 13, but no alteration must be made in matters of opinion, *e.g.*, whether a married woman should be entered as a dependent or not. Occasionally a question will be found to have been left blank by the enumerator. It is better in such cases to fill it in with reference to the indications furnished by the answers to the other questions or by referring to the slips of others in the same

house than to relegate the person concerned to the head 'not returned'. Supervisors may, therefore, fill in blanks in the following cases:—

(1) The sex of a person if not indicated in the slip can be determined by the name and means of livelihood.

(2) If the question relating to community or religion is left blank it should be filled in with reference to the community or religion of the other persons in the same house.

(3) If the question relating to age is blank, persons who are literate should be assumed to be of some age over twelve and for those shown with an M/l against question 14, put some age over 15.

(4) If questions relating to dependency and means of livelihood are both blank, the person will be treated as a dependent or not as may seem most probable having regard to his age, sex and community.

(5) If the question relating to birth-district is blank, the district of enumeration should be entered.

(6) If the question relating to mother tongue is blank, the language of the district should be shown unless the other slips belonging to the same household give some indication.

(7) If the question relating to literacy is blank, the person will be assumed to be illiterate unless the answers to questions 14, 21 and 22 indicate otherwise.

When entries are found on the slips which appear on the face of them to be incorrect or which cannot be identified as the name of any known community, birth place, etc., the Assistant to the Superintendent should classify them as best as he can having regard to the other information on the slip, *e.g.*, in the case of birth place he will look to the language, caste and means of livelihood. If the number of such mistakes is great however, a report should be called for from the District Officer or Charge Superintendent.

4. **Name of person to be removed.**—When all the entries in a slip have been checked and found correct, the name of the person given against question No. 1 should be erased or otherwise rendered unintelligible.

5. **Breaking up of pads.**—The enumeration pads should then be broken up into slips ready for sorting.

6. **General procedure for sorting.**—Before sorting for a table is begun, the sorter will write on labels the different items to be sorted for and paste them against the pigeon-holes. He will then take up the slips and place them one by one in the appropriate pigeon-hole. When all the slips have been distri-

buted, he will count them and tie them by hundreds. He will enter the aggregate number of each category in a printed form called the 'Sorter's ticket,' strike the totals and sign it. He will then inform the Supervisor who will then check his work.

There will be a separate form of sorter's ticket for each final table. The size of these tickets (given in the top left hand corner) has been fixed so that they can be printed from a sheet of double royal paper measuring 40" x 26" without any waste. The press should be instructed to adhere strictly to the measurements indicated.

7. **Duties of Supervisors: General:**—The prime duty of supervisors is to instruct the sorters working under them and the efficiency and economy of the sorting office will depend largely on the quality of this instruction. The Supervisors must understand and carry out the instructions given to them at every stage and in case they feel any doubt in regard to the procedure laid down for their work they should immediately refer the matter either to the inspectors or to the Assistants to the Superintendent and have their doubts cleared. Supervisors must always be ready to explain difficulties and to answer any questions put to them. *They are held personally responsible for the accuracy of the work of their sorters and they will be severely dealt with if mistakes are found in the work of their sorters.*

The Supervisors must obtain on requisition, the records required for reference by them at different stages and they are personally held responsible for their safe custody and return to the Record Keeper when no longer required for use. They must also periodically inspect the slips given to each sorter and satisfy themselves that the sorters have kept them safe without any damage or loss.

8. **Instructions for sorting:**—It is the duty of the supervisors to instruct the sorters before they commence sorting for each table in turn. They must also watch the sorting and correct errors and speed up the work. Start at the beginning with methods. Show the men how to start rather after the fashion of dealing cards. That is, sorters must not pick up one slip at a time but hold a bundle in their left hand and deal straight into the pigeon-holes with the right. As a slip is being put into its hole, the sorter's eye should pass to the next and his hand holding the slips be moved towards the appropriate pigeon-hole in readiness for the other hand when it is free, to complete the operation. This training should never be omitted. Otherwise we may come across sorters with all their slips on the ground picking them up one by one using one hand only.

Supervisors should always keep an eye on their men's methods and be on the look out to introduce improvements and acceleration.

9. **Testing:**—Testing and check generally should never become merely mechanical operations. They should invariably be guided by particular circumstances of the matter under check. Look out therefore for any thing that gives the opportunity to a superficial or indolent sorter, to get away with defective work. Thus where there is a heavy predominance of answers under one head there will always be a tendency for minority answers to be thrown in with the others. Smaller items should receive special care and also entries that on their face are doubtful, *e.g.*, where infants are shown as married or widowed or women over 20 as unmarried, etc.

When a sorter announces that he has completed his sorting for any table, the supervisor must at once go and test his work. He will first examine the slips in each pigeon-hole to satisfy himself that they have been properly sorted. As the slips are tied by hundreds he can best do this by taking a packet at a time and running a finger along the end keeping his eye fixed on the column for which sorting is being made. When the column is near the centre of the slip the string should be slipped towards the end. There is always the risk that a packet of slips of one category may be inadvertently placed with the slips of another category. The utmost care must therefore be taken to see that each packet of slips included in a given total properly belongs to it. The misplacing of a packet of 100 slips is of course a far more serious matter than the wrong pigeonholing of a single slip in the course of sorting.

The counting must be tested. The supervisor will take a packet and divide it into two parts, giving one to the sorter to count and counting the other one himself. He should ask the sorter how many he has and this number with the quota in his own hand should give the correct total. He must on no account tell the sorter how many he has taken.

The addition of the details (both vertical and horizontal) must be tested to make sure that they work up to the total. Small discrepancies in the total not exceeding 0·2 per cent may be adjusted by the Assistants to the Superintendent and by no one else.

10. **Extent of testing:**—The extent of testing will depend on whether mistakes are found or not. If none are detected, it will be sufficient to test 10 per cent of the slips in both the ways mentioned above. If mistakes are found, an additional 10 per cent must be tested. In addition to this testing, all the entries in

a sorter's ticket must be verified by counting the number of packets of slips covered by each entry.

If the mistakes, either in sorting or counting, exceed on the average one in every two packets tested, the sorter must be told to examine all the packets himself and must be allotted for doing so a time equal to one fifth of the time taken for the original sorting. This will be added to that taken up in sorting for the table.

11. **Testing while sorting is in progress:**—It is not necessary to defer testing until the sorting has been completed. A great deal of it can be done while the work is in progress. Whenever the supervisor has leisure, he should be constantly on the move amongst his sorters, examining the contents of the pigeonholes. The supervisor should keep a note of the checking done while sorting is in progress, and may reduce to that extent the checking to be carried out when the sorting is finished.

12. **The sorters' tickets.**—When the supervisor has completed his testing he will sign the sorter's ticket as a token that it has been passed for tabulation. He will at the same time enter in Register 'A' the date and hour when the sorting was finished, and also that when the sorting for the next table is taken in hand.

13. **Duties of the Assistants to the Superintendent and Inspectors.**—The Assistants to the Superintendent should watch the procedure of the supervisors and sorters so as to satisfy themselves that they are working well and that they understand and carry out the instructions laid down for their guidance. The inspectors will assist them in this work of general supervision. Each inspector should be made responsible for the work of certain specified gangs.

The most important duty of the Assistants to the Superintendent and inspectors is to see that the supervisors obey the rules laid down for testing the work of sorters. Unless they do this, there is certain to be wholesale fudging. The total number of slips with a sorter is known to him and the mere fact that the figures shown in the ticket work up to this total (which of course they must always do) is no proof that the slips have been properly sorted and counted. The only way to make sure of this is by careful examination of the bundles of slips of each category as laid down above. The inspectors should be employed mainly in testing the sorting of bundles which have already been passed as correct by the supervisors. Where mistakes are detected the supervisors should be held responsible. As already noted fudging is most likely to occur in the most numerous category, *e.g.*, slips for the foreign-born are apt to be placed with those for persons

born in the district. The inspectors should initial all tickets tested by them.

In addition to direct testing by an examination of the slips, the Assistants to the Superintendent should apply other checks as noted below, and should have the bundles re-sorted whenever their accuracy appears to be doubtful.—

(1) *A comparison of the male and female bundles for the same area.* This check is especially valuable in the case of community, birth place, language and m/l. For example, if a female ticket shows 1,000 members of a particular community, and the corresponding male ticket only 500, there is probably some mistake.

(2) *A comparison with the result of the previous census.* For example, the Provincial tables of 1931 show the number of literate persons in each district. If the number on the present occasion falls short of that number, or greatly exceeds it, verification is clearly desirable.

(3) *A consideration of the intrinsic probability of the entries* e.g., *the relative number of the married, unmarried and widowed in each age period or the number of persons aged, say, 5-9 compared with the number aged 10-14.* In the reports on the last Census subsidiary tables were given showing the above proportions, and these may usefully be referred to by the Assistants to the Superintendent.

It is needless to say that the utmost care must be taken to prevent the sorters and Supervisors from knowing what checks of a general nature will be applied. Any detailed instructions which may be given to the Assistants to the Superintendent on these points should be issued to them confidentially.

14. **Standard tasks.**—Even where the piece-work system is not in force, it is necessary to fix some standard rates. The Assistants to the Superintendent should watch the work very closely and report for sanction the rates they propose to take as the standard for each table. When the general standard has been fixed the time allotted for each table will be calculated and the sorter can be rewarded or fined according as the number of days taken by him for the table is less or more than the number of days allotted for the table. Allowance should be made for the class of slips dealt with. A sorter of Town slips where nearly half the population may be foreign-born would require more time to sort for birthplace than one dealing with a rural tract where the corresponding proportion may be only one or two per cent.

15. **Progress.**—A weekly progress report should be submitted to the Census Commissioner for India.

16. **Imperial Tables.**—The Imperial Tables to be prepared at this Census are as follows:—

I.—Area, houses and population.
II.—Variation in population during fifty years.
III. Towns and villages classified by population.
IV.—Towns classified by population with variation since 1891.
V.—Towns arranged territorially with population by communities.
VI.—Birth place.
VII.—Age and civil condition.
VIII.—Means of livelihood.
IX.—Industry.
X.—Unemployment.
XI.—Literacy by community, and age.
XII.—Mother-tongue.
XIII.—Community (religion).
XIV.—Variation in population of selected tribes.
XV.—Europeans and allied races and Anglo-Indians by race and age.
XVI.—Summary of figures for Districts.

Before the sorting for a table is begun it is necessary to study the table and ascertain the units *e.g.*, taluk, town, etc., for which sorting is required. Throughout the sorting for that particular table the particular units should be kept separate. The supervisors shoud bear in mind these instructions particularly and guide their sorters accordingly. Sex and community (religion) should, of course, be kept distinct for all the tables.

17. **Sorting for Tables XIII, and I to V.**—The results of questions 3 and 4 will be presented in table XIII. A list of tribes and of scheduled castes (Depressed classes) will be supplied to each sorter to facilitate sorting.

The slips for each block should be separately sorted into sex and community (religion) and the result entered in the sorters' ticket for table XIII. The sorting and counting of the slips must be checked very carefully. The greatest care must also be taken to see that the figures are correctly added up. This preliminary sorting and the figures compiled from it form the foundation on which the whole of the subsequent operations are built and it is essential that no loophole of any kind is left for mistakes. A colour wash or splash or other immediate noticeable mark should be made on slips according to the communities (religion) at the time of sorting for this table. This would, no doubt, involve a definite slowing down of operations but would have the advantage of securing a permanent identification. The

majority community (religion) should be left unmarked, but among Hindus the Depressed classes would be suitable for marking. When all the slips for a Circle have been sorted they should be tied together and a label placed on the top showing the district, taluk or town and the number of the Circle and the total number of slips in the bundle and the community (religion) and sex to which they refer. The above sorting will furnish figures for Imperial Tables I to V and XIII.

18. **Units for Sorting (Making of Boxes for Sorting).**—The number of slips to be entrusted to each sorter may vary between 30,000 and 40,000 according to the nature of the Charges to which they relate. Slips relating to an entire number of consecutive Circles in one or more Charges will be given to a sorter subject to the limit mentioned above. These slips will be placed in tinboxes, their number varying according to the number of slips issued.

The slips for each sex and community (religion) should be kept separate; *e.g.*, those for the Hindu males should be placed in one box and those for Hindu females in another. Where the slips of any category are distributed over two or more boxes the same distribution should be made for both sexes, *e.g.*, if in a taluk divided into 30 Circles, the slips relating to Hindu males in Circles 1 to 16 are placed in one box and those for Circles 17 to 30 in another, the female slips should be similarly divided. In cases where the slips of any given community (religion) are not sufficiently numerous to fill a box by themselves, slips of other communities pertaining to the same taluk may be placed in the same box but those of each kind should be placed separately in cloth bags and sorted one kind at a time.

The slips entrusted to each sorter will be sorted by him for all the tables in turn. The object of leaving the same boxes of slips with a sorter from start to finish is to reduce the work in the Record Room and prevent the trouble and confusion which must result if the slips are transferred periodically from one person to another. It is also very desirable that one sorter should remain responsible throughout for the same bundle of slips. Some little time will be taken in teaching the sorters how to deal with each table in turn but when they have been taught how to start for one table it will be found that they very soon learn how to do so for the subsequent ones also. Each sorter necessarily knows what the total number of slips in his box is and care, therefore, must to taken to prevent the fudging of totals. By far the best way to guard against this is for the supervisor or inspector to remove a few slips from the boxes before or during the sorting of a table and keep them with him till it is finished and

this method of check should be laid down as a rule to be followed.

All the boxes should be numbered serially for the whole office and a label (form B) put on each showing the name of the district and the taluk, the number of circles (*e.g.*, 1 to 20) the category and number of slips and the name of the sorter.

The record keeper will keep a register (form C) showing how the slips of each taluk or town have been distributed. Each supervisor will keep a register (form D) of the boxes of slips in the hands of his sorters showing the contents of each box and the date on which sorting for each table is completed. The supervisor will also keep a third register (form E) showing the day-to-day work done by his sorters.

19. **Making Slips for Sample Study.**—In order to provide a State sample it is necessary to arrange for each sorter to mark every 50th slip on the back with a bold cross. This should be done for each sex *i.e.*, every 50th male slip and 50th female slip will bear this mark. When these operations are over the sample will be brought together by taking out the marked slips. This sample will then be used for fertility and other studies and retained after the Census is over for consultation or use by approved bodies in accordance with instructions which may be issued later.

20. **Preparation of Village Tables.**—The entries made in the sorter's tickets for table XIII afford the necessary material for the preparation of village tables. Figures for this table are compiled for each block separately and it has been laid down in the instructions for sorting for table XIII that when the entries relating to all blocks in a village have been made, village totals should be struck in red ink before the next village is taken up. So the sorter's ticket will furnish population figures for each village separately and this figure is arrived at by totalling up the figures under different communities (religion). This is therefore the most convenient stage for the preparation of the village tables.

21. **Order for Sorting for Other Tables.**—The most convenient order for sorting for other tables is as follows:—

VII, XI, VI, XII, XIV, XV, VIII, IX and X.

22. **Table VII (Age and Civil Condition).**—The sorter will write the age periods 0, 1, 2, 3, 4, 5, 6, 7 and 8, 9 to 11, 12 to 13, 14 to 16, 17 to 21, 22 to 26, 27 to 31, 32 to 36, 37 to 41, 42 to 46, 47 to 51, 52 to 56, 57 to 61, 62 to 66, 67 to 71, 72 and over, on labels and paste them against the pigeon-holes, one against each hole.

The sorter will first sort all the slips into four heaps on his table for the unmarried, married, widowed and divorced, respectively and make them into four distinct bundles. He will then take up the bundles for each civil condition and sort them according to the age periods mentioned above.

The instructions to the enumerator are to enter the age in years and months. Disregard months where entered and sort only for the years' figure given.

When the slips for one civil condition are completed the sorter should count and tie the slips by hundreds and when each set has been counted he will enter the number thus obtained in the appropriate column of the sorter's ticket for the table. He will prepare a sorter's ticket for each community (religion). In the case of Christians, Indian Christians, Anglo-Indians, Europeans and allied races and other Christians should be separately sorted for and a sorter's ticket prepared for each division. For this purpose the slips for other Christians, sorted for table XIII should again be sorted into European and allied races and other Christians before sorting for this table is proceeded with according to the instructions given above.

Sorting has also to be done for the individual age groups of one lakh (100,000) of persons of each sex in the area to be selected for the purpose.

23. **Fertility Statistics, Questions 7 and 8.**—The suitable moment for sorting for fertility tables is after sorting for Imperial table VII. This sorting will isolate the slips for married women by communities and it will thus be a matter only of a further treatment of the slips for that community chosen for fertility study.

The data in the slips cover the four circumstances of (1) age at birth of first child (2) number of children born, (3) number surviving with and (4) present age.

From a combination of (1) and (4) derive an approximation to the length of married life

Each bundle of slips for married women as produced by the sorting for Table VII should be taken and separated into individual ages. Subsequent sortings should be done for the age of mother at birth of first child, the number of children born and the number surviving. The information flowing from these sorts should be set out in the sorter's ticket prescribed for the purpose.

24. **Table XI, Literacy by Community and Age.**—The age periods for this table are 5 to 10, 10 to 15, 15 to 20, 20 to 30, 30 to 50, and 50 and over. The sorter will take the packets for all the Civil conditions for the age period 5. For the literate he will reserve three pigeon-holes. In the first he will enter the

slips for persons who are only able to read (P against question 20c); in the second he will enter the slips for persons who are literate in languages other than English and in the third for persons who are literate in English. When he has finished the sorting he will count the number of slips in each pigeon-hole, tie them up by hundreds and enter the result in his ticket. He will do the same for the packets 6, 7 and 8, 9 to 11, 12 and 13, 14 to 16, 17 to 21, 22 to 26, 27 to 31, 32 to 36, 37 to 41, 42 to 46, 47 to 51, 52 and over. As he sorts out the literates for the pigeon-holes, the sorter will lay the slips for the illiterates aside. It will greatly facilitate the sorting for Tables VI and XII if as he does so the sorter divides these illiterate slips into three heaps, (1) illiterate persons born in the district of enumeration whose mother-tongue is the language of the district, (2) illiterate persons born in the district of enumeration whose mother tongue is some other language and (3) illiterate persons born in other districts. Separate sorter's tickets should be made out for Depressed classes among Hindus and for all other communities (religion) as in the case of Table VII. Indian Christians, Anglo-Indians, Europeans and allied races and other Christians should be sorted out for this Table also separately.

25. **Table VI, Birthplace.**—Slips of literates can be thrown together and distributed into three heaps for (*a*) born in district and with language of district as mother-tongue, (*b*) born in district and returning some other language as mother-tongue and (*c*) born elsewhere.

While doing so the sorter will count the slips in heap (*a*) and tie them up by hundreds. He will next count the number in heap (*b*) and having done so will enter in his ticket the name of the district and aggregate number in the two heaps (*a*) and (*b*) together with the bundle of illiterate slips under items 1 and 2 *supra*.

NOTE:—Only a small percentage of the population is born outside the District of enumeration and the time saved in first sorting the population as above is much greater than that lost in handling a second time the small number of slips referring to the foreign-born.

The foreign-born will then be re-sorted by actual birthplace. Pigeon-holes will first be labelled with the names of the districts adjoining the district under tabulation of which a list should be given to the sorter. These districts should be arranged in the same order by all the sorters working on the slips of the same district. Fresh labels will be prepared for other birthplaces as occasion arises. In the course of sorting the names of the birthplaces and the number of slips returned for each will be

entered in the ticket. If the number of pigeon-holes is insufficient the figures for which no pigeon-hole is available should be put aside and dealt with in the third sorting. Slips containing doubtful entries should be kept in a separate pigeon-hole labelled " others " and put up to the Assistants to the Census Superintendent for orders.

26. **Table XII, Mother-Tongue.**—In sorting for this table the packets for each birth-place should be taken in turn. Most of the persons born in the same district speak the same language. So far as the district-born are concerned, the persons speaking the language of the district will have already been separated and tied up by hundreds. In the case of doubtful entries the procedure indicated for such entries in birth-place sorting should be followed. Dialects and other entries which are not the names of true languages will be classified under the orders of the Assistants to the Census Superintendent in the manner indicated in the index of Indian Languages prepared by Sir George Grierson.

Subsidiary Language:—Sorting for this table will be by districts and sex as well as by mother-tongue so that the slips of each sex for each district already collected according to the mother-tongue will then be sorted for subsidiary language. On the sorter's ticket will be entered for each district the number returning a given mother-tongue who speak a given language as a subsidiary language. Slips containing an entry of more than one subsidiary language should be tied separately and counted with the speakers of the first subsidiary language recorded, a note being kept of the numbers who speak each further language in excess of one subsidiary language.

27. **Table XIV, Variation in population of selected tribes.**—Pigeon-holes should be labelled for the scheduled (depressed classes) castes or tribes and the slips sorted according to the tribes and castes. In addition to the above, other castes for which figures are required will also be sorted for. The pigeon holes should be labelled in alphabetical order for the castes of which a list shall be prepared beforehand. Slips of other castes should be grouped under " Other Castes ". There should be a pigeon-hole for " No Castes " for cases of persons who repudiate castes. A list of caste names likely to be confused should be given to the supervisors who should warn their sorters to be particularly careful in dealing with them. Doubts and difficulties in the classification of castes should be referred to the Assistants to the Census Superintendent and their orders should be taken. No classification of such entries must under any circumstances

be made by the sorters. The Assistants to the Superintendent should study the caste index very carefully bearing in mind the fact that local terms vary. After the doubtful entries have been classified by the Assistants to the Superintendent the number of slips in the pigeon-hole labelled "Others" must be counted and entered in the sorter's ticket so that the numerical accuracy of the sorting may be tested by comparing the total number of slips shown on the ticket for this table with the total on other tickets.

28. **Table XV, European and Allied races.**—For part (a) of the table pigeon-holes will be labelled at the top for age periods given in the sorter's ticket and at the side for (1) Europeans, Allied races, etc., who are British-born and (2) Other Europeans, etc.

All Europeans, etc., whose birth-place is Great Britain or a British Dominion or Dependency will be treated as British-born.

For part (*b*) of the tables the slips of Anglo-Indians will be sorted out into the age groups 0 to 3, 4 to 6, 7 to 13, 14 to 16, 17 to 23, 24 to 29, 30 to 39, 40 to 49 and so on to 70 and over. For Europeans born in (a) England and Wales, (b) Scotland, (c) Northern Ireland, a separate return will also be prepared showing the number of each sex distributed by annual age periods. This will not be printed but will be supplied through the Census Commissioner for India to the Registrar General of the three countries concerned. The slips will be sorted first by the above three birth-places and then by annual age periods.

29. **Tables VIII, IX and X.**—The contraction 'm/l' should be used for 'means of livelihood' and is used throughout this code.

The sorting for these three tables should be done together. The first sorting will be for Table VIII and will be done with reference to the answers to questions 9, 10 and 14. First, those m/l which are known from the returns of the last census to be fairly numerous should be taken.

The following sorting should be made for each m/l, call this M. :—

Slips with a X against question 9 (*a*) and (*b*) should be sorted into :—

(*a*) M as principal m/l without subsidiary,

(*b*) M as principal m/l with an agricultural subsidiary,

(*c*) M as principal m/l with some non-agricultural subsidiary,

(*d*) Principal m/l not M but with M as subsidiary.

Slips with a P against question 9 (b) and an entry against question 14 should be sorted into the following categories with

reference to the answer against question 10 (m/l of person on whom dependent):—

(*e*) M as m/l of person on whom dependent and M shown also against question 14,

(*f*) M as m/l of person on whom dependent but with a different m/l against question 14,

(*g*) Against m/l of person on whom dependent not M but with M against question 14.

Slips with a √ against question 9 (*a*) should be sorted with reference to the entry against question 10 into :—

(*h*) M as m/l of person on whom dependent.

Labels should be prepared for the categories mentioned above and slips should be sorted for each m/l. This sorting will furnish figures for Table VIII.

Slips under groups (b), (c), (d) will again have to be sorted for subsidiary m/l and principal m/l, slips under group (f) for the personal activity of the partly dependent (question 14) and slips under group (g) for the m/l of the persons on whom dependent. These slips should not be kept aside but sorted for that other component and the resulting figures added in the appropriate places.

In the main table we hope to show—

(1) the number of people following each particular activity, M, as their chief m/l (2) the number of people pursuing M as subsidiary to something else. That is the first broad classification : (1) however can be further sub-divided into people who have M as their only m/l and those who have others subsidiary to it and the latter can be divided into those for whom the subsidiary is (*i*) agriculturist or (*ii*) non-agriculturist. Sorting (*a*)—(*d*) will give the information for these elements.

Then we come to the people known as partly dependent. They will of course *ex-hypothesis* follow some activity of their own although it is not enough to make them independent. For these people, whom we may call P. D. we want to know, (1) the m/l of the persons on whom they are dependent, (2) the activity they themselves pursue and from which they derive the ability to support themselves in part. Sortings (*e*), (*f*) and (*g*) will give this information.

In (*d*) and (*g*) M is not present so to speak in the first place but comes in as one of the elements in a composite m/l and hence we shall again have to sort (*d*) and (*g*) to put them into the category indicated by the other component. A double sorting will also be required for (*b*), (*c*) and (*f*).

The m/l entries thus range over a considerable field but one principle should be borne in mind, namely, that every entry must find its home in the appropriate column in the Imperial tables and therefore on its way it must enter the sorter's totals somewhere.

It is important to bear in mind the dual role of the partly dependent (P. D.). He should be regarded as a man with a foot in each of two camps, m/l and dependency, and we have to show each foot. He is dependent on someone else's m/l as recorded against question 10 of the enumeration slip; but he himself pursues some other activity shown against question 14. His appearance in the Imperial tables specifically is in the latter capacity but he is to enter in his former capacity as a component of the total dependency (T. D.). It is most important that this be borne in mind or confusion will ensue.

Where questions 9 and 10 for a woman show that she is wholly dependent and question 14 shows housework the latter should be disregarded for sorting.

30. **Industry Table IX:**—The next process is to sort the slips against groups (*a*), (*b*) and (*c*) in the first sorting with reference to the entries against questions 11 and 16.

The following sorting should be made :—

(*i*) Neither employing assistants nor employed by others.
(*ii*) Employing paid assistants.
(*iii*) Employing members of the household.
(*iv*) Employing both paid assistants and members of the household.
(*v*) Employed by others.

From (*ii*), (*iii*) and (*iv*) the sorter should note down the number of paid assistants employed and number of members of household employed.

The slips shown against group (*v*) should be further sorted into the various industries for which figures are required and into the following categories with reference to the answers given in question 14.

(1) Manager.
(2) Supervision and technical.
(3) Clerical.
(4) Welfare. (Doctors, compounders, schoolmasters, etc.)
(5) Operatives.

The last group should be further sorted into the following age groups below 15, 15 to 16 and 17 and over (child, youth and adult).

C. A. 7]

FORM A.—(*Vide* PARA 12.)

REGISTER OF WORK DONE BY SORTERS.

Section No. .....

Description of Units entrusted to Sorter.

Taluk / City or Town ..... Reg. No. Religion Sex No. of Slips No. and Name of Sorter } .....

Date	Time of		Table for which sorting	No. of slips sorted up to previous evening	No. sorted on date	Balance to be sorted	Date of sorting for table		Time		Supervisor's remarks	Assistant Superintendent's remarks
	Arrival	Departure					Commencement	Completion	Taken	Allowed		

C. I. C.

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FORM B.—(*Vide* PARA 18.)

LABEL FOR BOXES OF UNITS.

District ....
City

Taluk .....
Town

Circles ..... to ....
(both inclusive)

Registered No. of sorting Unit .....

No. of slips .....

Religion ..... Sex .....

Name of Sorter. *Name of Supervisor.*

FORM C.—(*Vide* PARA 18.)

RECORD-KEEPER'S REGISTER OF BOXES OF SLIPS.

District ....:

Taluk	Community	Sex	Circles	Number of slips	Number of box	Name of Supervisor to whom made over	Remarks

FORM D.—(*Vide* Para 18.)

SUPERVISOR'S REGISTER OF BOXES OF SLIPS.

District.....

No. of box	Contents					Name of sorter	Dates of sorting of Tables												Remarks
	Taluk	Circle	Communities	Sex	No. of slips														

C. A. 8] **FORM E**—(*Vide* PARA 10.)

DAILY ABSTRACT OF WORK DONE IN SECTION.....ON.....

No. of Sorters in Section ..... No. Present ..... Name of Supervisor.....

No. of Units dealt with in the Section ..... No. of Slips.....

			Religion	Male		Female	Total		
Date	Table for which sorting	Name of Sorter	No. of slips he has to sort	No. sorted up to previous evening	No. sorted on date	Balance to be sorted	Supervisor's remarks	Assistant Supt.'s remarks
1	2	3	4	5	6	7	8	9
		Total ...						

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